

Employee Development Plan Guidelines

Employee development is a key area of focus for the university. The employee development plan is designed to identify areas of growth for employees, either in their current position or in preparation for future roles. Areas of focus typically relate to knowledge or skills. Like the performance management cycle, the employee development cycle should be a process that begins with identifying the areas where the employee would like to develop; followed by regular feedback throughout the year; with an update on progress at the end of the year. Development goals may have a one year completion timeline or they could cross over several years, depending on the goal.

Please note that the employee development plan should not be used to address performance issues in an employee's current role. If an employee is not meeting the job expectations of his/her current role, then the performance improvement process should be initiated. Please work with your HRSM if you need to begin this process with an employee.

Remember that development may be addressed in a number of ways, including:

- Training (classroom, webinar, seminar, university courses, etc.)
- Observation of a skill (job shadowing)
- Placement on a project team
- On-the-job experience (broadening within a current role)
- Independent reading